

S: 9 Aug 2002

IARM-M (11-2)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY 2002 Annual Statement of Assurance on Management Controls

1. References:

a. AR 11-2, Management Control, 1 August 1994.

b. Memorandum, HQDA, Assistant Secretary of the Army (Financial Management & Comptroller) (ASA(FM&C)), dated 22 May 2002, Subject: Fiscal Year (FY) 2002 Annual Statement of Assurance on Management Controls, (Encl 1).

2. Every year, the Commanding General, INSCOM, is required to provide the Secretary of the Army an assurance statement on the status of management controls throughout INSCOM and to identify any material weaknesses. This statement is required to comply with the Federal Manager's Financial Integrity Act and to support the statement of the Secretary of the Army and Secretary of Defense. The CG's statement is based on the feeder statements provided by headquarters' staff heads, INSCOM Major Subordinate Commanders, and Directors of Special Reporting Activities. The Assistant Chief of Staff, Resource Management, (ACofS, RM) is the designated senior official who will compile the FY02 Annual Statement of Assurance on Management Controls for the CG.

3. The information enclosed is provided to assist you in the preparation of your assurance statement and provides suspense dates for submission of your statement to this HQ. Please review this information and ensure that your statement to this office accurately reflects the condition of management controls and the management control process within your organization.

4. Your Annual Statement of Assurance is due to this headquarters, ATTN: IARM-M, NLT 9 August 2002. Please note the compressed timelines for statement preparation at the headquarters. Therefore, extensions cannot be granted. The following information is required for this year's statement.

a. A memorandum to the CG, signed by the Assessable Unit Manager (i.e., HQ staff head, or MSC or SRA Commander or Director.)

b. A narrative on how the management control process was conducted during FY 2002. This should be an enclosure to the memorandum provided to the CG.

c. Formatted details on materials weaknesses being updated or newly reported.

d. A copy of your management control plan. Indicate those evaluations scheduled to be conducted, and those actually conducted.

IARM-M

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e. A description of your Organization Inspection Program (for MSC and SRA Cdr/Dir) to include your Staff Inspection Program (for MSC and SRA Cdr/Dir and the Headquarters staff head). Include the number of inspections conducted this year, the frequency of inspections, functional areas inspected, those functional areas not inspected, and the risks associated with not inspecting the respective functional area.

5. A sample narrative on the conduct of the management control process (Tab A) as well as the format for reporting on material weaknesses (Attachment 2 to Tab B) are included in the HQDA memorandum. The last milestone on the corrective action should be the validation process. This will ensure that the weakness has been corrected.

6. As in past years, HQDA is asking that we provide specific information on leadership emphasis, training, and the execution of the management control process. Your statement to the CG should be very detailed in describing what you have done in the management controls arena. How many people have you trained in management controls? (Also include the number trained versus the number that should be trained.) How many management control evaluations have been conducted? What specifically have you done as the Commander/Director/Staff Head to ensure the management control process is emphasized within your organization? How has the program been implemented within your organization? Tell us what and how you have accomplished the management control process.

7. Following is the planned schedule for the completion of the Annual Statement of Assurance.

9 Aug 02	Feeder statements of annual assurance on management controls due to HQ INSCOM, ACoS, RM
13-16 Aug 02	Compilation and review of statements by HQ functional proponents
19-23 Aug 02	Detailed review of statement by Internal Review and the Office of the Inspector General
4 Sep 02	Senior Management Council meets to discuss the AAS and any reported material weaknesses
5 Sep 02	Preparation and final staff coordination of Annual Statement of Assurance by ACoS, RM
6 Sep 02	Brief CG on Annual Statement of Assurance for signature
27 Sep 02	Annual Statement of Assurance to HQDA

IARM-M

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8. Questions pertaining to the management control process should be directed to Ms. Anita Stevens, DSN: 235-2104, COML (703) 706-2104.

FOR THE COMMANDER:

Encls
as

WILLIAM H. MARVIN
Colonel, GS
Chief of Staff

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